



NATIONAL COUNCIL OF NURSE ADMINISTRATORS (NCONA)

By-Laws
July 2003

Our Emblem: Created as an adaptation of the Seal of the USPHS in 1988. Design created by Bertha Wasaquam Jennings, a member of the Ottawa Tribe, mother of Judith Black Feather – past Chairperson of NCONA.

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BY-LAWS

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National Council of Nurse Administrators (NCONA)

By-Laws

Article I – Name

The organization shall be known as the National Council of Nurse Administrators (NCONA).

Article II – Purpose & Objectives

The purpose of the Council shall be to enhance the development and effectiveness of Nursing Administrators in the delivery of health care to Americans Indians / Alaska Natives and to promote the image of professional nursing among other health professionals and consumers.

SECTION 1. The stated purpose and objectives of NCONA shall be accomplished by:

- A. Providing a medium for the exchange of ideas and disseminating information and materials relative to nursing service administration.
- B. Providing continuing education which addresses current health care trends and improves the competency of nursing leaders.
- C. Assisting in the clarification of the role and function of the Nurse Administrator as it relates to the Service Unit, Area Office, and National Headquarters of the Indian Health Service, as well as Tribal and Urban facilities.
- D. Assisting the National Council of Nurses (NCON) and the Director of Indian Health Service in the formulation of nursing care policy.
- E. Promoting and assisting nursing research.
- F. Fostering high professional standards.

Article III - Membership

Membership will be defined as Active Membership or Honorary Membership.

SECTION 1. Eligibility

Eligibility is defined as follows:

- A. Active membership: Indian Health Service, Tribal, and Urban Programs (I/T/U)

Those who function as Nurse Administrators and Assistant Administrators of PHN, Ambulatory Clinics, Inpatient Services, Ambulatory Nurses and PHN's for single-duty stations, Nurse Recruiters and Area Nurse Consultants.

- B. Honorary Membership: Principal Nurse Consultant and Senior Nurse Consultant.

SECTION 2. Membership Rights and Obligations

Members shall have rights and obligations as follows:

- A. To hold unrestricted membership as long as they remain in the positions listed in Article III, Section 1, Paragraphs A & B above.
- B. To participate in election of NCONA officers and elected committee members.

- C. To serve as an NCONA delegate or in any NCONA elected or appointed position if so qualified and selected.
- D. To attend conventions and other unrestricted activities of NCONA.
- E. To submit proposals for consideration by NCONA.
- F. To abide by the NCONA By-Laws.
- G. To fulfill the requirements of an office or committee if elected or appointed.

SECTION 3. Voting

The right to vote is granted to all membership in attendance of the annual business meeting or those who are present by written proxy.

- A. There will be one proxy vote per person. An attendee can not have more than one proxy vote.
- B. An acceptable written proxy must contain the following elements regarding the Active Member:
 - 1. Area and Service Unit.
 - 2. Position
 - 3. Signature
 - 4. Name of Proxy designee
- C. Authorization to vote by written proxy is valid for 30 days.
- D. Honorary members serve as ex-officio members and may not vote.

Article IV – Officers

Officers of the council are the Chairperson, Chairperson-Elect, Secretary, and Historian.

SECTION 1. Officers / Elections

Council officers are elected by the Active Membership at the annual business meeting as follows:

- A. Chairperson-Elect is elected every year.
- B. Secretary is elected every two (2) years.
- C. Historian is elected every two (2) years.

SECTION 2. Officers are restricted to two (2) terms in office. The terms may be consecutive or non-consecutive.

SECTION 3. The Program Director is an ex-officio officer selected from the host area.

Article V – Officers / Terms of Office

Council officers are restricted to the following terms of office as follows:

SECTION 1. Secretary and Historian will be elected for a two (2) year term.

SECTION 2. Secretary and Historian may serve two (2), two (2) year terms in the same office.

- A. This may be consecutive or non-consecutively.

- SECTION 3.** The Chairperson-elect, elected every year, will work with the Chairperson for one (1) year prior to taking office as the Chairperson in the following year.
- SECTION 4.** The Secretary will be elected and take office in the odd year.
- SECTION 5.** The Historian will be elected and take office in the odd year.

Article VI – Officers / Vacancies

Vacancies within Council officer positions shall be addressed as follows:

- SECTION 1.** If an office is vacated prior to the fulfillment of the term of office, the Chairperson will fill the office by appointing a replacement for the remainder of the term.

Article VII – Officers / Duties

Duties of Council officers are defined as follows:

- SECTION 1.** The Chairperson will preside at all meetings of the Council and will appoint all Ad Hoc Committees needed to conduct business. The Chairperson will also serve on the NCON, participate in quarterly meetings and monthly conference calls
- SECTION 2.** The Chairperson-Elect, in the absence or incapacity of the Chairperson, will perform all duties and assume all responsibilities of the Chairperson.
- A. The Chairperson-Elect will participate in NCONA conference calls, NCONA planning meetings and perform duties as assigned.
- B. The Chairperson-Elect will also serve on the NCON as the second representative to NCONA.
- SECTION 3.** The Immediate past Chairperson will remain involved in as a consultant to the Chairperson and Chairperson-Elect for one (1) year.
- A. The Immediate past Chairperson will represent NCONA, as the second representative to NCON, in the event that the Chairperson or Chairperson-Elect is unable to participate.
- SECTION 4.** The Secretary will prepare the minutes of all the general meetings and conference calls of the Council and disseminate the mail using the best available mode (i.e., E-mail, fax, etc.) to the membership within 60 days of the meeting and as requested.
- A. The Secretary will serve as historian specific to documents and will assure that all subcommittee meeting minutes are compiled in a chronological file. Each subcommittee will submit a copy of their minutes to the Secretary within 30 days of the meeting.
- SECTION 5.** The Historian will prepare a scrapbook, photos, recording of events, awards and a web-site which will reflect and preserve the history of NCONA.
- A. The Historian will provide correspondence assistance, to the Secretary, necessary to ensure the advancement of NCONA objectives.
- SECTION 6.** The Program Director will work with the Chairperson and the Area Nurse Consultant to plan, coordinate and convene the next yearly meeting.

Article VIII – Committees

Committees of the Council shall be representative of Indian Health Service, Tribal, and Urban programs (I/T/U) and comprised as follows:

SECTION 1. Executive Committee

The Executive Committee of the Council shall be representative of the I/T/U programs.

- A. The Executive Committee membership shall be selected by each of twelve (12) IHS Areas, one (1) representative per Area, one (1) representative from Urban Programs, and two (2) at-large members selected from the body of Active Membership. Length of term can be one (1) to two (2) years, unlimited consecutive or non-consecutive terms allowed. Representation, new or continuing, shall be determined at the Council annual business meeting. The appointment shall be made in the odd year. An alternate will be identified simultaneously as the Executive Committee representative is elected.
- B. The function of the Executive Committee is to:
 - i. Perform functions as liaison for nurses in each Area I/T/U programs.
 - ii. Serve as committee members for the standing committees of the Executive Committee.

SECTION 2. The standing committees of the Council Executive Committee shall be representative of the I/T/U programs. These standing committees are:

- A. Resolution Committee
- B. By-Laws Committee

SECTION 3. The standing committees are appointed Bi-annually by the Chairperson and selected from the Executive Committee members.

SECTION 4. Resolution Committee

The Resolution Committee shall consist of the Chairperson, or appointed designee, and at least three (3) but not more than eight (8) at-large members. The function of this committee is to:

- A. Call for resolution and agenda items six (6) months prior to the annual business meeting. Resolutions may be brought forth to any resolution committee member to be posted on the Web Page, open to discussion for all members. The resolutions would then be brought forward to the entire Council membership body at the annual business meeting.
- B. Resolutions will be accepted by the Resolution Committee, for presentation at the current year annual business meeting, up to the date corresponding to three (3) months prior to the commencement of the NCONA annual business meeting.
- C. Review resolutions and agenda items and distribute the proposed resolutions and tentative agenda to the NCONA members forty-five (45) days prior to the annual meeting.
- D. Submit NCONA approved resolutions and issues to the appropriate bodies for their response or action.
- E. If necessary, require authors of resolutions to present, in-person, any clarifications of their proposals.
- F. Reject resolutions deemed illegal or inappropriate and submit an explanation of the reason for the rejection to the Council Chairperson.
- G. If appropriate, issues may be addressed by position papers or other means.

SECTION 5. By-Laws Committee

The By-Laws Committee shall consist of the Chairperson-Elect, or appointed designee, and three (3) but not more than eight (8) at large members. The By-Laws Committee has the following authority and responsibilities:

- A. The By-Laws Committee is to review Council By-laws annually to assure content and purpose remain relevant to the group.
- B. Provide recommendations to the Council, at the annual business meeting, in the form of motions to be considered on those areas where By-Laws revision is deemed necessary or advisable.

Article IX – Meetings

Council meetings will be conducted as follows:

- SECTION 1.** NCONA membership will meet annually in an Area approved by the membership to conduct the business of the Council.
- SECTION 2.** Special meetings related to NCONA may be called by the Chairperson.
- SECTION 3.** Ad Hoc and other sub-committees will use available means (i.e., conference calls, electronic mail, etc.) to conduct business. The chairperson for each committee will coordinate meetings.

Article X – Miscellaneous

- SECTION 1.** The Chairperson may call executive session when necessary.
- SECTION 2.** Roberts Rules of Order will be used as a guideline to conduct business meetings.
- SECTION 3.** All aspects of business meetings requiring approval of Council will be decided by a two-thirds (2/3) vote of the Active Membership in attendance or present by written proxy